

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/

Date: 100378

SUMMARY OF PROCEEDINGS

DD/S TRAINING LIAISON OFFICERS MEETING

22 May 1956

ATTENDANCE:

25X1

1. Proposed Form to Accompany BOC Evaluation Reports

In an effort to provide supervisors with additional information about the performance of personnel in the BOC, the A&E Staff proposed that, in addition to student evaluations, it will provide information which indicates the expected performance of a student in the BOC as shown by his test scores in the Professional Employee Test Battery. The Staff has learned that although a large majority of students will perform in the BOC about equal to expectation, a small number will perform either distinctly above or distinctly below that group. It is believed that this information may be helpful to supervisors in decisions about personnel who have taken the BOC. The new information to be provided will assist supervisors by giving them information about the student's capability in those verbal skills which are related to performance in the BOC.

2. OTR Bulletin

At the request of the Training Liaison Officers, the Office of Training will publish on an experimental basis an OTR Bulletin every other month to determine if such a publication will improve the method of transmitting information of OTR courses to individual offices. The first issue of the Bulletin was distributed on 16 May and the second issue will be published on 1 July. The Bulletin will contain announcements of new courses, changes in schedules, reminders of course registration dates from the Registrar, and other miscellaneous training information which OTR distributes to the Agency. [ ] of the Plans and Policy Staff asked the TLO's to notify him of the number of copies they wish to receive in addition to the regular AB distribution and to check with the Regulations Control

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Staff to determine if the AB distribution is sufficient. [ ] said that he would find out whether or not it would be possible to hold the number of copies on AB distribution for a day or two until the TLO's received their copies of the Bulletin. The Training Liaison Officers were requested to submit their comments concerning the value of the Bulletin to OTR after receipt of the first issue.

25X

### 3. Incentive Awards for Language Skills

25X1 [ ] announced that the article which appeared on this subject in the 13 May issue of the Sunday Star was inaccurate in that it announced that the foreign language incentive award program was already in effect within the Agency. In all other respects, however, the article was accurate insofar as it dealt with this subject. An Agency regulation putting the program into effect is being coordinated prior to publication. Meanwhile, the Office of Training is preparing its proficiency testing program to meet the requirements that will be placed upon it by applications for foreign language incentive awards.

25X1 [ ] also announced that another training regulation will be issued shortly which will set forth the procedures whereby the Agency will be able to develop foreign language skills to meet current and future Agency requirements, with particular reference to those language skills which are unusual, neglected and in short supply.

### 4. Department of Defense Schools and Colleges

25X1 [ ] said that the Career Council has modified the procedures which the Agency uses to select candidates for the Department of Defense schools and colleges and the Advanced Management course at Harvard University. Henceforth each Deputy Director will nominate two candidates from his component for each CIA allotment in each school whom he considers the best qualified to attend these schools and who will derive the most benefit from these courses for Agency purposes. The next series of selections will be made in September 1956. A regulation on this subject will be issued shortly.

### 5. Announcements

a) A brief announcement was made concerning the reorganization of the OTR Schools as follows:

- (1) The merger of the Basic and Intelligence Schools into one: the Intelligence School
- (2) The establishment of a new school, the International Communism School
- (3) The extension of the Basic Orientation course to four weeks to incorporate a two week phase on International Communism.

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b) The Registrar announced that a course in Basic Supervision (GS 12 - 14) will be given in late summer. Also, testing for the Clerical Refresher course (4 June to 29 June) will be given on 31 May.

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c) [ ] announced that because the present running of the Intelligence Workshop was oversubscribed, another running will be offered on 25 June.

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